



NEW CONSTRUCTION INFORMATION SHEET FOR ADULT CARE HOMES

KAR 26-39-101(d) -- *"new construction or conversion of an existing unlicensed building to an adult care home"*

KAR 26-40-302 /KAR 26-40-303 – *"Nursing Facility Physical Environment; new or existing nursing facilities."*

- Plans will be reviewed according to these regulations.

KAR 26-40-304 – *"Details and Finishes"*; KAR 26-40-305 – *"Mechanical and Electric Requirements"* and KAR 28-39-161(c) – *"Infection Control"*.

- Plans are required to be in compliance with the above regulations.

Letter of Intent:

- The project manager/owner will submit a letter of intent to Rita Bailey. Contents must include:
 - Type of adult care home
 - Address, city, zip
 - Contact person
 - Phone number
 - E-mail address
 - Legal description of the site.
- The State Fire Marshal's office (SFM) and Al Gutierrez will be notified by Rita regarding the letter of intent.

Site Inspection:

- The project manager/owner will be notified by Al to arrange for a site inspection.
- The project manager/owner will contact the SFM for any assistance with the life safety code process.

Plan Review Meeting:

- Al will contact the project manager/owner to schedule a plan review meeting. Attendees should include:
 - Project manager/owner
 - Architect
 - Facility staff
 - KDADS staff (Joe Ewert, Audrey Sunderraj, Al and Rita)
- Prior to the plan review meeting:
 - Facility staff and architect will review the plans.
 - The architect will send the plans to Al.
 - Plans will be reviewed by KDADS staff.

- AI will send an email to the project manager/owner and KDADS staff with the date, time and location of the plan review meeting.
- The project manager/owner will notify facility staff and architect with the date, time and location of the plan review meeting.

Plan Review Meeting

- The project manager/owner will present a brief background of the facility and construction.
- Plans will be reviewed according to KAR 26-40-302 or KAR 26-40-303.
- Miscellaneous supporting construction articles may also be provided at this time.
- AI will:
 - Provide new construction and applicable interpretive guidelines.
 - Provide a sample submission of final plans letter.
 - Review time requirements.
 - Review environmental checklist.
 - Provide a copy of the environmental checklist to the project manager/owner.
- The owner will provide AI and Rita with the name of the person to contact during the construction process.
- Audrey will provide the project manager/owner with time frames and regulations to become licensed and certified.

Submission of Final Plans:

- Phone calls or additional meetings may be arranged to review the plans and to answer any remaining questions prior to submission of the final plans. *(This letter does not state the plans are in compliance – the architect is responsible for confirming this in their letter).*
- The architect will send AI the final stamped and signed floor plans and the submission of final plans letter stating compliance with KAR 26-39-101(d)(3).
- AI will send a letter of acknowledgement to the project manager/owner indicating receipt of the final plans.
- Construction cannot begin until the letter of acknowledgement is received by AI.

Construction, 50% and Final Inspection:

- Once construction has begun, the project manager/owner/ designee will keep in contact with AI and Rita regarding the construction progress.
- The project manager/owner will contact Rita when the facility is **30** days from **50%** completion. She will notify the SFM, AI and Audrey with the final completion date.
- The project manager/owner will contact Rita when the facility is **30** days from the final completion date. She will notify the SFM, AI and Audrey with the final completion date.
- The facility must be **100%** complete prior to inspection.

- The project manager/owner will send the policies and procedures to their Regional Manager at least **six** week prior to final inspection.
- The SFM will contact the project manager/owner to schedule the final inspection of the facility.
- The architect/owner will complete the punch lists prior to the final environmental inspection.
- AI will contact the project manager/owner/administrator and conduct an environmental inspection of the facility using the checklist.
- The environmental inspection of the facility will be written off-site and sent to the project manager.
- AI will determine if the licensure requirements are met. If met, he will notify Rita.
- Rita will notify the Regional Manager once the facility has passed the SFM and KDADS environmental inspections.

Licensure:

- At **50%** complete, the owner will submit a completed state licensure application to Rita.
- The Regional Manager will contact the project manager to schedule a licensure survey.
- The Regional Manager will notify Rita once the licensure survey is completed and whether or not the facility is in compliance.
- Rita will notify the project manager with a “verbal” yes for occupancy. An approval letter will be sent for occupancy and the license within two weeks.
- The project manager/owner, director of nursing/ dietician may contact Audrey with any questions regarding the facility’s policies and procedures for licensure.
- The project manager/owner will contact Audrey for her review of the policies and procedures.

Medicare/Medicaid Certification:

- The owner will need to contact Tina Lewis (Medicare) and Rhonda Boose (Medicaid) for participation in the Medicare and Medicaid programs.
- The project manager/owner will notify the Regional Manager when at least one resident has been admitted. The Regional Manager will then schedule an initial Medicaid-only certification survey.
- The project manager will contact Shirley Boltz with the name of the person transmitting the MDS.
- For Medicaid, the project manager/owner will contact Rhonda regarding their NPI (billing) number.

Contact Information:

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